



DEPARTMENT OF THE ARMY  
BRAVO COMPANY 701ST MILITARY POLICE BATTALION  
7130 COLORADO AVENUE SUITE B  
FORT LEONARD WOOD MISSOURI 65473

ATSJ-BTB

15 April 2019

MEMORANDUM FOR Students Attending the Military Police Basic Officer Leader Course (MP BOLC) during fiscal year 2019

SUBJECT: Reporting Instructions for MP BOLC (FY19)

1. WELCOME.

a. Ladies and Gentlemen, welcome to MP BOLC and Fort Leonard Wood (FLW), Missouri. This memorandum will serve as a useful tool in guiding you through the reporting process for MP BOLC. Please pass this information on to your peers that do not yet have an AKO account (an AKO account is required at BOLC) and utilize this welcome letter as your reference. While your commissioning sources and universities may provide other welcome letters, this letter is the only official document used for MP BOLC courses and is updated frequently to provide you with the most up to date information.

b. Your report date should be reflected on your PCS orders, TDY orders, or DD Form 1610. The Commander cannot grant any leave or pass privileges prior to your arrival at FLW IAW AR 600-8-10, Leaves and Passes.

2. REPORTING.

a. Upon arrival, report immediately to IHG (InterContinental Hotel Group) Candlewood Suites, Building 2020, to secure lodging. If you have any further questions about IHG lodging you can contact the front desk at 573-586-4800 or visit <http://www.ihgarmyhotels.com/pal/en/us/home>. You can call to confirm your reservation, but be aware that a reservation for your lodging has already been made IAW your course reservation.

b. All students must report in their respective military duty uniform IAW AR 670-1. If you complete your IHG check-in during duty hours (Monday through Friday, 0900 - 1700) you will report to Bravo Company, Building 840 on Colorado Avenue (see attached map). If you are Active Duty and you arrive after duty hours or on a weekend/holiday, you will sign-in with the Watch Officer located at Hoge Hall in the Maneuver Support Center of Excellence, Building 3200, (Contact: 573-563-6126), and you will report to Bravo Company on the following duty day during regular duty hours. If you are National Guard (NG) or US Army Reserve (USAR) and arrive after duty hours or on a weekend/holiday, report to Bravo Company during regular duty hours.

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c. If you need additional information, feel free to visit our Facebook page at <https://www.facebook.com/bravo.bulldogs> where you will find unclassified updates on your upcoming course, or contact Bravo Company Operations via the phone numbers listed in Paragraph 13 of this welcome letter.

### 3. IN-PROCESSING INSTRUCTIONS.

a. The in-processing time and location can be found in the email that accompanied this letter or on the Bravo Company Facebook page. **Be early to all briefs!**

b. IAW AR 670-1, the uniform for in-processing is the student's respective military duty uniform.

**c. Students must bring the following administrative items to MP BOLC to complete in-processing; for students with dependents, be prepared to present additional paperwork as required by Defense Finance and Accounting Services (DFAS):**

(1) DA Form 31, Leave Request (Reserve Component (RC) Soldiers are not required to use DA 31).

(2) 10 copies of orders and any amendments and/or DA Form 1610.

(3) Copy of DD Form 93 and SGLI 8286 (Servicemember's Group Life Insurance), digitally signed within 60 days prior to your report date. Your SGLI can be updated via milconnect at the following link: <https://pki.dmdc.osd.mil/milconnect/> (CAC Login, see attached instructions).

(4) Medical, dental, and shot records.

(5) Your lodging information to include the IHG Building and Room Number or off-post address as applicable.

(6) Cell phone number and emergency contact information.

(7) Finance records to include any previous pay vouchers that may have been submitted or need to be submitted to DFAS. Be prepared to complete Family Separation Allowance (FSA), Basic Housing Allowance (BAH), and Certificates of Performance (COP) as they apply.

(a) To file for BAH students must provide a current copy of their mortgage contract/statement or rental agreement.

(b) In order to be accepted by DFAS, a mortgage/rental document must reflect

a start date prior to the date that the student's orders to report to MP BOLC were first issued. A sub-lease will not be accepted.

(8) **(Reserve and National Guard Students Only)** RC and NG students must have their DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA)) **CERTIFIED BY THEIR HOME UNIT COMMANDER. COMMANDER'S MUST INCLUDE THEIR SIGNATURE BLOCK.** It is highly encouraged that students have this complete before their arrival to MP BOLC as **BRAVO COMPANY AND THE INSTALLATION CANNOT CERTIFY DA FORM 5960's FOR RC/NG STUDENTS.**

(a) If the pay system shows that a student is married, the finance office will put them on for BAH (with dependent) using the zip code on their orders. If the address is incorrect, it is the student's responsibility to have their orders amended and corrected. If a student is married and the system shows otherwise, the student will need to submit a DA Form 5960 **(CERTIFIED BY THEIR HOME UNIT COMMANDER)** with a marriage certificate and copy of their orders.

(b) Single students who have a lease or a mortgage will submit a DA Form 5960 **(CERTIFIED BY THEIR HOME UNIT COMMANDER)** with a copy (every page) of the lease or mortgage, and a copy of their orders. Lease must include the service member's signature and the landlord's signature. The address on the DA Form 5960, the lease/mortgage, and orders must match.

(9) Marriage license, marriage certificate, divorce decree, proof of child support payments, dependent birth certificates, and child custody documents as applicable.

(10) **A state-issued driver's license, proof of vehicle insurance, and current vehicle registration are all required in order to gain access and operate a vehicle on the installation.**

(11) Flight itinerary (as applicable).

(12) Motorcycle Riders Safety Cards (as applicable).

(13) For dual military Families, bring a front and back copy of your spouse's CAC or ID card. This is sometimes needed to complete financial in-processing and is better to have than not.

(14) Family Care Plan for couples who are dual military with dependents and those who are single with dependents in the care of another person.

(15) Oath of Office DA Form 71.

(16) Enlistment Documents DD Form 4/1 and 4/2 (as applicable).

(17) Cadet Contract DA Form 597 or 597-3 (as applicable).

4. MEAL CARDS.

a. All students that are not assigned as permanent party will receive a five-day meal card during in-processing.

b. Certain DFACs give priority to Basic Training / OSUT Soldiers and can refuse service to other service members based on time and schedule. More information on the use of DFACs will be provided during in-processing.

5. TRAVELING.

a. In and around mileage is not authorized unless such an allowance is annotated on your orders via DA Form 1610.

b. While en route to FLW, do not share the cost of a room as you will not be reimbursed if you are not the person paying for the room.

c. Do not leave any valuables or important documents in vehicles at any time as there is always a possibility of vehicles being stolen and/or broken into.

d. Ensure you have a full Military Duty Uniform (ACU with OCP, etc.), Physical Training Uniform, and all paperwork accessible in your carry-on luggage if flying.

e. If you are flying into Springfield-Branson or St. Louis-Lambert airports, transportation to FLW is not free and it is the responsibility of the students to research the most reliable means of transportation from the arrival airport to post. Bravo Company does not provide transportation from any airport to post.

6. FAMILY MEMBERS.

a. Your orders will state if you are authorized to bring dependents while attending school.

b. Only accompanied (with dependents) students under PCS orders will be authorized on-post housing.

7. WEAPONS. **Students are strongly discouraged from bringing any weapons (pistols, rifles, shotguns, bows, etc.) to MP BOLC.** Bravo Company does not have a unit arms room and weapons are not authorized in on-post lodging nor are they authorized to be stored in vehicles. If students bring any type of weapon to MP BOLC, then it is the student's responsibility to arrange for proper weapon storage off post at the student's expense.



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8. PETS. Students are not authorized to keep pets while staying at IHG. Students with PCS orders to FLW are authorized to have pets and are responsible for making necessary care arrangements at their own expense during extended periods of field training.

9. PACKING LIST. A packing list is included in the email that accompanies this welcome letter; the packing list can also be found on the Bravo Company Facebook page (<https://www.facebook.com/bravo.bulldogs>).

10. SOLDIER READINESS PROGRAM (SRP). During in-processing, all students will go through SRP.

11. WEATHER AND ROAD CONDITIONS.

a. Students are encouraged to visit the FLW homepage at [www.wood.army.mil](http://www.wood.army.mil) to review the Snow and Ice Report (SNAIR) and Current Road Conditions updates to ensure a timely and safe arrival to post. Students can also call 573-563-4141 for SNAIR and Road Conditions updates.

b. Soldiers attending MP BOLC during the winter and early spring should become familiar with road conditions and weather while traveling to and maneuvering on FLW. Take all necessary precautions to ensure safe arrival.

12. ONLINE TRAINING. Students are encouraged to complete the attached MP BOLC online courses prior to beginning MP BOLC.

13. CONTACT INFORMATION. Feel free to contact Bravo Company at the following numbers if you have any questions regarding the contents of this welcome letter, in the case of an emergency, or if you have been unexpectedly delayed for reporting:

a. Contact During Duty Hours: 573-596-4195

b. Contact After Duty Hours: 573-842-5622

14. The POC for this memorandum is the undersigned at [travis.c.cook.mil@mail.mil](mailto:travis.c.cook.mil@mail.mil) or 573-596-7344.



TRAVIS C. COOK  
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Commanding